

Memorandum

Date: January 5, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report for January 5, 2017

Happy New Year!

Schedule

- Interviews for Planning Commission, Committee for Citizen Involvement, and Citizens' Budget Committee applicants are scheduled for January 9. Council will be making appointments that night.
- An Executive Session has been added to the schedule for January 9 at 3 p.m. This is in advance of the interviews for advisory committees.
- Orientation for new councilors with City legal staff is scheduled for January 11 from 11:30 a.m. to 2 p.m. Lunch will be provided. This session will be follow up to the legal topics presented at the LOC Elected Essentials training. No formal presentation will be made, just question and answer. If you have a specific topic you'd like more detail on, let me know.
- Please take a look at your schedules and be thinking about which advisory boards you would like to be liaison to. This is scheduled for your January 9 meeting with February 13 as a backup date.
- The Council Goal Setting Session is scheduled for Friday, January 20 & Saturday, January 21 from 8:00 am – 4:00 pm. We will hold the retreat in Council Chambers.
- The State of the City is scheduled for Tuesday, February 28 at the West Linn Library. We will have appetizers at 5:30 pm in the community room followed by the State of the City at 6:00 pm in the main part of the library. The Robert Moore award will be awarded this night also.

Information Items

- Our new Community Development Director John Williams started on January 4. He will spend his initial days getting to know department operations, reaching out to the community members, attending neighborhood association meetings, and generally getting to know our citizens.
- Meanwhile, we met this week with representatives of Smith Wagar-Bruckner LLP, a firm that provides financial management services to local governments, including serving as interim finance directors. The key principles are available in the time frame we need coverage while Lauren is off. They have all the necessary experience supervising financial operations, preparing financial reports, preparing and presenting budgets, etc. They come very highly regarded. We'll be in good hands. Richard and Lauren are working on a contract for services currently.
- Upper MidHill – This week you received a petition requesting the Council revisit its decision on this project. This petition is separate from feedback from the Robinwood Neighborhood Association which we are still waiting for word on. Meanwhile the application for the alternative development using the

expedited process was filed on December 28. The City has 21 days review the application for completeness. Meanwhile, the deadline for producing the record for the LUBA appeal is February 3.

- Sunset School LUBA – We are anticipating a decision from LUBA on January 10.